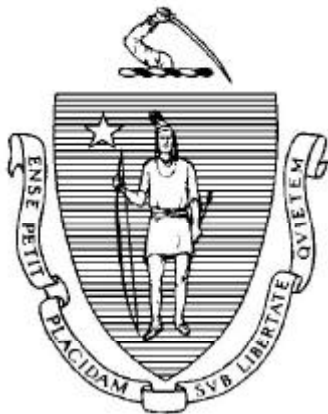# *Bank Reporter*

A User's Guide for
OCPF's Campaign Finance Recordkeeping and Reporting Software
for Financial Institutions
Designated as Depositories for Campaign Funds

Office of Campaign and Political Finance
Commonwealth of Massachusetts

Contents

<u>NOTE</u>

Like most software, *Bank Reporter* is regularly upgraded to address user feedback and needs and changes in the law.

This manual is for users of *Bank Reporter 1.04*, which was released in November 2003, and subsequent versions.

Contact OCPF if you are still unsure whether your version is up to date.

I. Introduction

M.G.L. Chapter 55, Section 18C, approved by the voters in 1998, created an electronic reporting system for the campaign finance activity of candidates and political committees in Massachusetts, starting in 2002. The new system altered the method of reporting and filing for certain campaign finance reports and financial activity statements that the depository banks are responsible for filing under the campaign finance law.

In addition to the usual services a bank provides its customers, a candidate's depository bank has unique responsibilities under the provisions of Chapter 55. All campaign finance activity undertaken by a candidate required to designate a depository bank must be through an account with that depository bank. Thus, all receipts of a candidate and all expenditures by a candidate (or the candidate's committee) must flow through the depository account. The campaign finance law requires the depository bank to play an integral role in the reporting and disclosure of these receipts and expenditures. It should be noted that the bank has no responsibility for the legality of the actual receipts and expenditures, only certain responsibilities for the reporting of them.

Bank Reporter is a software tool for any bank or other authorized financial institution that has been designated by a candidate or political committee as a depository for campaign funds under M.G.L. c.55, §19. *Bank Reporter* can be used to record and maintain all depository account information and it is a useful tool for storing and viewing candidate information. *Bank Reporter* should be used to generate the required reports for paper filing and to access OCPF's Electronic Filing System (EFS).

II. Electronic Filing

The following candidates and committees must designate a depository bank under M.G.L. Chapter 55, Section 19, and are required to file campaign finance reports electronically under M.G.L. Chapter 55, Section 18C:

- o Candidates for **statewide office** (Governor, Lieutenant Governor, Attorney General, Treasurer, Secretary of State, Auditor) who raise or spend more than $50,000 in the four-year election cycle.
- o Candidates for the **Governor's Council** who raise or spend more than $5,000 in the two-year election cycle.
- o **State political party committees** that raise or spend more than $10,000 in a two-year election cycle. (Any references to "candidates" in this manual also apply to the state party committees.)

Other depository candidates, such as those seeking county office (District Attorney, Sheriff, Clerk of Court, Register of Probate, Registrar of Deeds, County Commissioner, County Treasurer) and those seeking the office of mayor or councilor-at-large in Boston, Cambridge, Lowell, Springfield of Worcester, are <u>not</u> required to e-file at least through

2004. In January 2005, however, OCPF will have the discretion to require these candidates to e-file.

The e-file procedures outlined in this manual pertain only to those depository candidates and committees that are required to file electronically under M.G.L. Chapter 55, Section 18C. County and municipal candidates noted above are <u>not</u> required to e-file and therefore will continue to file paper copies of D106 depository forms with their depository banks, which will in turn submit monthly reports to OCPF in paper form.

Bank Reporter **was designed both to create electronic reports for electronic filing with OCPF and to facilitate the creation of paper reports for paper filing for other candidates and committees. Some banks may choose to e-file expenditure information for certain candidates in addition to the filings for those required to e-file. However, only data filed in paper form on behalf of county and municipal candidates will be considered the official filings required under M.G.L. Chapter 55, Section 19.**

III. Disclosure of Campaign Finance Activity in the EFS

Depository banks play an integral role in the reporting and disclosure of the receipts and expenditures of a candidate's campaign. OCPF memorandum M-90-04, "Information for Banks Designated as Depositories for Campaign Funds Under Mass. General Laws Chapter 55," describes the process of becoming a depository bank and a depository bank's reporting and disclosure requirements under our present system of paper filing.

It is important to note that in the EFS, all bank reporting on behalf of depository candidates and committees who e-file is now done electronically. Backup paper filings are no longer required, either from candidates and committees that are required to file their reports electronically, or from their depository banks.

County and municipal candidates who are not required to e-file must, for the present, continue to prepare and submit, in triplicate, Form CPF D106 Reports of Receipts to their depository banks in addition to their regular deposit slips. The depository bank will be required to verify that the total stated on the D106 form is equal to the total on the deposit slip, receipt stamp and return one copy of the D106 form to the candidate and retain two sets, one for the bank's records and one to be filed with OCPF in accordance with the applicable reporting schedule as required by law.

Under the Electronic Filing System, the procedure for the designation of a depository bank by a candidate or committee remains the same (i.e., the required forms are completed and submitted to OCPF in paper form). The depository bank's reporting and disclosure requirements, however, change under electronic filing as described below.

Depository Checks

The format and content of the specially imprinted depository checks remains unchanged under the Electronic Filing System. Only the processing and reporting of the depository checks changes. Under the Electronic Filing System, depository banks are required to use the *Bank Reporter* software to itemize the candidate's or candidates' committee's expenditures. The depository bank enters the following information into the *Bank Reporter* software:

- o The date the check is presented for payment,
- o The check number,
- o The name of the payee,
- o The address of the payee,
- o The amount of the check,
- o The expenditure purpose code, and
- o The specific purpose of the expenditure.

The depository bank can then use the reporting function of the *Bank Reporter* software to generate an electronic Form CPF D106e Report of Expenditures for e-filing with OCPF or, in the case of county and municipal candidates, a paper Form CPF D106 Report of Expenditures for paper filing with OCPF.

Deposits

Candidates and committees using the EFS no longer submit the Form CPF D106 Report of Receipts, in triplicate, to the depository banks at the time of deposit. Instead, this information is e-filed directly to OCPF by the candidates and committees themselves. To make deposits, the candidates and committees may follow the usual procedures of the depository bank for such transactions, including simply using the bank's own deposit slips. After receiving these deposits, the depository bank enters the following information into the *Bank Reporter* software:

- o A brief description of the deposit/credit, for example: "Deposit", "Transfer from savings" or "Bank credit"
- o The date of the deposit/credit, and
- o The amount of the deposit/credit.

The depository bank can then use the reporting function of the *Bank Reporter* software to generate an electronic Form CPF D106c Report of Receipts for e-filing or, in the case of county and municipal candidates, a paper Form CPF D106c Report of Receipts for paper filing with OCPF.

Activity Summary

The depository bank is responsible for summarizing the receipt and expenditure information supplied by the candidate or the candidate's committee. This summary information is filed on the Form CPF D105 "Summary Report of Campaign Receipts and Expenditures", together with copies of the Form CPF D106 which have been submitted by the candidate or committee, on the following schedule:

Election Years

(a) <u>January through June</u>
    The bank is required to file a report by the fifth of the following month showing all deposits and expenditures made during the previous month as well as the account balance through the last day of the previous month.

(b) <u>July through December</u>
    The bank of a depository candidate who is on the ballot that year must file reports twice each month. These reports are due on the fifth and twentieth of each month. The first report would be due on July 20th for the period from July 1st through July 15th. The next report would be due on August 5th for the period July 16th through July 31st.

    NOTE: OCPF notifies depository banks of which candidates are on the ballot, as soon as the information becomes available.

<u>All Other Years</u>
In years in which the candidate is not on the ballot, the bank is required to file a report by the fifth of each month showing all deposits and expenditures made during the previous month and the account balance through the last day of the month.

The CPF D105 summary reports and the CPF D106 receipts and expenditure reports must be received by this office on or before the fifth of the month or the twentieth of the month, whichever is applicable. This filing provides the primary disclosure of the depository candidate and committee's campaign finance activity. Failure to file these reports on a timely basis severely undermines the purpose of the law and may subject the bank to penalties under section 19 of M.G.L. c.55.

In the OCPF Electronic Filing System, the procedures for the production and filing of the D105 summary report remain the same. The only change is that the depository bank will use the *Bank Reporter* software to prepare and generate an electronic Form D105 "Summary Report of Campaign Receipts and Expenditures" for electronic filing with OCPF or, if applicable, a paper Form CPCF D105 for paper filing.

IV.   Installation / Getting Started

Bank Reporter is available on CD-ROM. A CD of the program is provided to all users by OCPF. Installation of the program begins automatically after the CD is placed in the computer's CD-ROM drive. Users with Microsoft Access 2000 loaded on their computers may also load a full version of *Bank Reporter* that allows for modifications such as Microsoft Word mail merges.

To load and use the *Bank Reporter* software, you must have an IBM-compatible personal computer (PC) with a CD-ROM drive and Internet access.

Bank Reporter is an IBM-compatible (PC) program, designed to run on Windows 95, Windows 98 or Windows NT using an Intel Pentium-compatible processor. *Bank Reporter* will run on either a full version or a runtime version of Microsoft Access. No additional software, including Microsoft Office, is required to run *Bank Reporter*.

Bank Reporter is based upon Access 2000's distributable engine. *Bank Reporter* requires a Pentium or compatible 200 MHz or higher processor with 64MB of RAM. Higher-speed systems will result in a more responsive program.

Once you have loaded the *Bank Reporter* software from the CD-ROM, you can open *Bank Reporter* by clicking on the icon. However, before you can use the program for the first time, there is some customization information that must be entered into the system. To begin to use the system, you must first enter your identifying bank information in the Bank Information Screen.

V.　Bank Information

To enter your identifying bank information, you should go to the "Screens" button located on the toolbar. The "Screens" button looks like this:

<div align="center">

Screens ▼

</div>
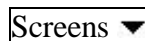
Click on the "Screens" button and use the mouse to scroll through the selections to "Bank Information".

Clicking on "Bank Information" will open the Bank Information screen that contains data entry fields to enter the following information:
- o Bank CPF Identification Number[1]
- o Bank Name
- o Bank Contact Name
- o Bank Contact Telephone Number

After entering this information, you will need to enter identifying information about the accounts of the current depository candidates doing business with your bank. You need to enter this information in the Candidate Screen. You can open the Candidate screen either by using the "Screens" button to view and select the screen you want from the list or you can click on the Candidates button on the main toolbar.

NOTE: The *Bank Reporter* program will always open with the Summary Screen, since that is the screen that will be used most often once you are using and running *Bank Reporter* on a regular basis.

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[1] The Bank CPF Identification Number is a five-digit number that will be assigned by OCPF for use in accessing the OCPF Electronic Filing System.

VI.   Candidate Information

When you open the Candidates screen you will notice that the screen is divided into two parts. The upper section is used for adding candidates into the system and the lower section is devoted to viewing candidate information for candidates that are already entered into the system.

To add a candidate to the system
To add a candidate to the system you will need to enter the following information in the manner indicated:

Candidate Information	Data Entry Method
Candidate's CPF Identification Number	Data entry field labeled "CPF ID#"
Candidate's Name	Data entry fields labeled "First Name" and "Last Name"
Candidate's Committee Name (if any)	Data entry field labeled "Committee Name"
Candidate's Depository Account Number	Data entry field labeled "Account #"
Candidate's Reporting Status (Bi-Monthly or Monthly)	Click in either the check box labeled "Bi-Monthly?" or "Monthly?"
Candidate's Filing Status (E-filer or Paper Only)	Click in either the check box labeled "E-Filer" or "Paper Only"

Once you have entered all of the above information, you will need to review the information for accuracy and then click on the "Add" button, located on the right-hand side of the screen by the check boxes, to add the candidate information to the screen.

Once you have clicked on the "Add" button you will notice that the candidate information is now displayed on the lower section of the screen.

To view or edit candidate information
The candidate information that is displayed on the lower half of the screen can be used for viewing or editing candidate information.

There are two ways to edit the candidate information:
   o You can change the candidate's account status from open to closed by using the arrow located on the right-hand side of the data entry field labeled "Status" to view and select the available choices; or,
   o You can delete a candidate's record from the system by clicking on the "Delete" button located at the end of each candidate's record.

To view a candidate's record
You have the option of viewing all of the candidate records in the system or of only viewing the active (open) candidates in the system. You can select which viewing option you prefer by going to the data entry field labeled "Viewing", located in the upper left-

hand corner of the record viewing area. You can use the arrow key located on the right-hand side of the field to view and select the desired option.

VII.   Creating Reports

The Summary screen is used to create and maintain summary activity reports for candidate's depository accounts.

To create a new Activity Summary (CPF D105) Report:
Upon opening the screen, you will see that all of the candidates that you entered in the Candidate Screen are now listed in the main screen field. Each of the Candidate entries includes the following: the Candidate's CPF identification number, the Candidate's name, a report field to indicate the most recent report entered into the system for this candidate, and two command buttons labeled "Add" and "Edit".

In the center of the bottom section of the screen, there is a list box labeled "Year". Use the arrow key on the right-hand side of the box to view and select the appropriate year for the report.

Once the appropriate year is selected, you will notice that the "Last Report Entered" field will change to reflect the last report entered in the system for this candidate for the year selected.

Click on the button labeled "Add". This will open a form titled "Create a new D105 Report". With this form you can create a CPF D105 report that you can later print.

Upon opening the form, you will note that the system has already added the Candidate's identification number and name and the year into the appropriate fields.

You will also note that the computer will enter default information into the other fields. If this is the first report entered into the system for a monthly filer, the default period will be January. For a bi-monthly filer, the default period will be Jan I. If this is not the first report entered into the system, the computer will enter the next sequential filing period as the default for the period. If the default information is not appropriate to the report you wish to enter, you can select a period for the report, from the list provided by using the arrow key on the right-hand side of the data entry field to view and select the appropriate reporting period.

For the beginning balance, if this is the first report entered into the system for this candidate, the computer will enter $0.00 as the beginning balance. If this is not the first report in the system for this candidate, the computer will automatically bring forward the closing balance of the last report entered into the system as the beginning balance for the new report.

Once you have the appropriate information in these fields you have the option of canceling the creation of the report by clicking on the "Cancel" button, or proceeding to create the report by clicking on the "Finish" button.

Once you have clicked on the "Finish" button, a new screen entitled "D105 Report of Depository Summary Report" will open. This screen is divided into two parts. The upper portion of the screen contains the following information:

Information	Screen Location	Default Entries at Screen Opening
Candidate CPF ID Number	Upper left-hand corner	Candidate Selected
Candidate Name (Last Name, First Name)	Upper left-hand corner	Candidate Selected
Year	Upper right-hand corner	Reporting Year Selected
Reporting Period	Upper right-hand corner	Reporting Period Selected
Beginning Balance	Upper Screen Center	For the first report: $0.00 For subsequent reports: the ending balance from the previous reporting period
Receipts	Upper Screen Center	$0.00
Subtotal	Upper Screen Center	Same as Beginning Balance
Expenditures	Upper Screen Center	$0.00
Ending Balance	Upper Screen Center	Same as Beginning Balance

You must first verify that all of the above information is appropriate to the report you wish to create. If any of this information is not correct, you must click on the button labeled "Return to Summaries", which is located in the upper left-hand corner just beneath the Candidate's identification number and name, and re-enter the appropriate information.

Once you have verified that all of the above information is correct, you can begin to enter the deposit and expenditure information.

To enter Deposit (credit) information:
Go to the lower section of the screen. There are two buttons located on the left-hand side of the screen. The first button is labeled "Add deposits/credits". The second button is labeled "Add expenditures/debits". Click on the "Add deposits/credits" button. Clicking on the "Add deposits/credits" button will open three data entry fields labeled, "Description", "Date" and "Amount". You can now enter a brief description of the transaction, if it is not a deposit, the date of the transaction, and the amount received into the appropriate fields. Deposits do not require a description. You will note that the "Date" and "Amount" fields are required fields. Thus, if you do not enter the necessary information into the fields, you will not be able to tab to the next line. You will also note that, as you tab at the end of each completed line, another set of fields will open to accommodate the next entry. The Deposit data entry form will accommodate unlimited

entries. Once you have finished entering the deposit information you can either click on the "Add expenditures/ debits" button to add additional campaign finance information or click on the "Return to Summaries" button to exit the report.

To enter Expenditure (debit) information:
Go to the lower section of the screen. There are two buttons located on the left-hand side of the screen. The first button is labeled "Add deposits/credits". The second button is labeled "Add expenditures/debits". Click on the "Add expenditures/debits" button. Clicking on the "Add expenditures/debits" button will open a form for entering all of the pertinent information from the face of each check. The required information is entered as follows:

Date:	A data entry field is formatted to accept the date entry in the following format: MM/DD/YY
Check #:	A data entry field
Name:	The name of the payee
Address:	The address of the payee Include only the street number, street, apartment or suite number, if applicable
City:	The city listed in the payee's address
State:	The state listed in the payee's address. This data entry field is formatted to accept only the official two-letter state abbreviation code.
Zip:	The zip code listed in the payee's address.
Amount:	The amount of the check.
Code:	The purpose code marked on the face of the check. You may use the arrow key located on the right-hand side of the field to view and select the appropriate code from the list provided.
Specific Purpose:	The specific purpose for the check listed on the face of the check.

NOTE: if any of the foregoing information is missing from the face of the check, you should enter an asterisk (*) in the data entry field, with the exception of the state and zip fields. These fields are formatted to accept only alphanumeric data and should be left black if no payee information was given.

Once you have entered all of the pertinent information, you should check it for accuracy. Once the information is checked, click on the "Add" button located next to the "Zip" data entry field to add the expenditure information to the report. Once added, you will note that the expenditure information is now listed on the screen area directly below the form and the form is now blank so that you can enter the data for the next expenditure to be reported. The Expenditure data entry form will accommodate unlimited entries. Once you have finished entering all of the expenditure information you can either click on the "Add deposits/credits" button to add additional campaign finance information or click on the "Return to Summaries" button to exit the report.

VIII. Viewing and Printing Reports

The Reports screen is used to view and print a variety of campaign finance reports for your depository candidates. To view or print reports, you need to open the Reports screen by clicking on the "Reports" button on the *Bank Reporter* toolbar. Upon opening the screen, you will find a set of four buttons that allows you to select the type of report you wish to view or print.

Your report options are:
    A. D105 Reports
    B. Single Period
    C. Entire Year
    D. One Candidate

Click on the button for the report type you wish to view or print. Clicking on a report button will open a customized screen to use to generate each type of report.

D105 Reports
Clicking on the "D105 Report" button opens the D105 Report Screen. From this screen, you will be able to edit, view or print D105 reports for each time period in a calendar year for every active depository candidate in your system. You will use the following procedure to edit, view or print your D105 reports

1. Go to the data entry field labeled "Choose a report year". You can choose the calendar year to be reported by using the scroll (arrow) button located on the right-hand side of the data entry field to scroll through the list of dates available and select the desired year by clicking on it with the mouse.

2. Go to the data entry field labeled "Choose a time period". Once the calendar year is selected, you can choose the time period to be reported by using the scroll button located on the right-hand side of the data entry field to scroll through the list of time periods available and select the desired time period by clicking on it with the mouse.

3. Go to the table labeled "Available Reports". The table is divided into six columns that are labeled: "CPF ID#", "Name", "Beginning Balance", "Receipts", "Expenditures", "Ending Balance". You will note that once you have selected a year and a time period, a line of data will appear for each depository candidate for which you have previously created a D105 report in the Summary screen.

   NOTE: This is a good opportunity to make certain that you have all of your reporting data for each depository candidate and to check your data for accuracy.

4. Once the reports are listed in the Available Reports table, you can now select a report for editing, viewing or printing by using the mouse to click on any portion of

the line of data for the desired candidate (Clicking anywhere on the line of data will highlight the entire line of data).

5. Once a report is selected (highlighted), you have three options:

   a. <u>Delete the report</u> – If, upon review, it appears that any of the report information is wrong, you can click on the "Delete" button to remove the selected report from the list. The "Delete" button is located immediately to the right of the Available Reports table;

   b. <u>Print the report</u> – If, upon review, all of the information appears accurate, you can print out the selected report by clicking on the "Print" button. The "Print" button is located immediately to the right of the Available Reports table; or,

   c. <u>Preview (view) the report</u> – If you wish to preview the layout of the text of the report prior to printing it, you can click on the "Preview" button to view the report. The "Preview" button is located immediately to the right of the Available Reports table.

   NOTE: Once you have previewed the report you can print it by clicking on the print button located on the Microsoft Access toolbar.

NOTE: When you print or preview the selected reports from the D105 Reports screen please note that the system will generate three reports. These reports are the **CPF D105: Summary Reports of Campaign Receipts and Expenditures**, the **CPF D106c: Reports of Receipts** and the **CPF D106e: Reports of Expenditures**. *Bank Reporter* was not designed to produce a detailed **Reports of Receipts** portion of the **CPF D106: Receipts and Expenditures Report**, since under the electronic filing regulations, candidates and committees are required to electronically file that information directly with OCPF. Please note, however, that depository banks will still be required to file the **D106** report in paper form for all candidates not required to e-file.

<u>Single Period Reports</u>
Clicking on the "Single Period" button opens the Single Period Report screen. From this screen, you will be able to view or print a report of all depository candidate information for a single time period in any reporting year. You will use the following procedure to view or print this report:

1. Go to the data entry field labeled "Choose a report year". You can choose the calendar year to be reported by using the scroll (arrow) button located on the right-hand side of the data entry field to scroll through the list of dates available and select the desired year by clicking on it with the mouse.

2. Go to the data entry field labeled "Choose a time period". Once the calendar year is selected, you can choose the time period to be reported by using the scroll button

located on the right-hand side of the data entry field to scroll through the list of time periods available and select the desired time period by clicking on it with the mouse.

3. Go to the box labeled "Include details". You have the option of viewing or printing a detailed report of all of the depository account activity for a candidate or a summary report of all of the depository account activity for a candidate. You can use the mouse to click (check) the box for a detailed account activity report or you can leave the box blank for a summary report.

4. Once you have selected the report type that you wish to view/print, click on the button labeled "Preview Report", which is located on the lower right-hand side of the screen.

    a. <u>Detailed Single Period Report</u>
    This report is entitled "Period Summary for (Time Period Selected)". It is a columnar report that lists the following information for each candidate:
- o "CPF ID", "Candidate", "Beginning Balance", "Receipts", "Expenditures", and "Ending Balance";
- o a detail section that lists the date and amount for each receipt/credit; and,
- o a detail section that lists the date, amount, payee, payee's address, code and purpose for each expenditure/debit.

    b. <u>Summary Single Period Report</u>
    This report is entitled "Period Summary for (Time Period Selected)". It is a columnar report that only lists the following information for each candidate: "CPF ID", "Candidate", "Beginning Balance", "Receipts", "Expenditures", and "Ending Balance".

<u>Entire Year Reports</u>
Clicking on the "Entire Year" button opens the Entire Year Report screen. From this screen, you will be able to view or print a reconciliation report for an entire reporting year for all depository candidates. You will use the following procedure to view or print this report:

1. Go to the data entry field labeled "Choose a report year". You can choose the calendar year to be reported by using the scroll (arrow) button located on the right-hand side of the data entry field to scroll through the list of dates available and select the desired year by clicking on it with the mouse.

2. Once you have selected the report type that you wish to view/print, click on the button labeled "Preview Report", which is located on the lower right-hand side of the screen.

3. The report is entitled "Yearly Reconciliation Report". The format of this report is as follows: on the left side of the report each candidate is listed by name and

candidate identification number. To the right of the candidate list is a table that includes a check box for each reporting period in a calendar year (monthly and bi-monthly). When the report prints, it will contain an "X" in each time period box for which a report exists in the system.

One Candidate Reports

Clicking on the "One Candidate" button opens the One Candidate Report screen. From this screen, you will be able to view or print a report of all depository candidate information for any reporting year. You will use the following procedure to view or print this report:

1. Go to the data entry field labeled "Choose a report year". You can choose the calendar year to be reported by using the scroll (arrow) button located on the right-hand side of the data entry field to scroll through the list of dates available and select the desired year by clicking on it with the mouse.

2. Go to the data entry field labeled "Choose a Candidate". Once the calendar year is selected, you can choose any depository candidate by using the scroll button located on the right-hand side of the data entry field to scroll through the list of available depository candidates, and their identification numbers, and select the desired candidate by clicking on the entry with the mouse.

3. Go to the box labeled "Include details". You have the option of viewing or printing a detailed report of all of the depository account activity for a candidate or a summary report of all of the depository account activity for a candidate. You can use the mouse to click (check) the box for a detailed account activity report or you can leave the box blank for a summary report.

4. Once you have selected the report type that you wish to view/print, click on the button labeled "Preview Report", which is located on the lower right-hand side of the screen.

    a. Detailed Candidate Report
        This report is entitled "Single Candidate Annual Report (Detail)". It lists the following information for each candidate:
        o The candidate's identification number and name;
        o A detail section that lists the dates and amounts of all of the receipts/credits occurring in each time period reported in the calendar year;
        o A detail section that lists the date, amount, payee, payee's address, code and purpose for all of the expenditures/debits occurring in each time period reported in the calendar year; and,
        o The number of reports entered for the year.

b. <u>Summary Candidate Report</u>
This report is entitled "Single Candidate Annual Report (Summary)". It lists the following information for each candidate:
o The candidate's identification number and name;
o A table that lists the beginning balance, total receipts, total expenditures, and ending balance for each time period reported in the calendar year;
o The number of reports entered for the year; and,
o The total receipts for the calendar year and the total expenditures for the calendar year.

Examples of all of the reports available in the *Bank Reporter* software package are in Appendix C.

IX.   How to E-File

The E-file screen is used to select and electronically file campaign finance reports for specified time periods in each calendar year for your depository candidates. If you use a dial-up Internet connection, you need to establish your Internet connection before you attempt to e-file your reports. To select and e-file reports, open the E-file screen by clicking on the "E-file" button on the Bank Reporter toolbar. You may now electronically "sign" your reports submitted to OCPF as detailed below.

To E-File:

1. Go to the data entry field labeled "Choose a report year". Choose the calendar year to be reported by using the scroll (arrow) button located on the right-hand side of the data entry field to scroll through the list of dates available and then select the desired year by clicking on it with the mouse.

2. Once the year is selected, a field labeled "Available Periods" will appear. This field contains a folder for each reporting period in which a report has been entered into the system. Click on the folder for the desired time period with the mouse.

3. The E-file screen will open. The "Choose a report year" field and the time period field will already contain the year and the time period previously selected. Verify that this information is correct and proceed to the amendment section.

4. If this report will amend a report that was previously electronically filed:
    a. Go to the field labeled "Is this report an amendment?";
    b. Select "Yes" by using the scroll (arrow) button located on the right-hand side of the data entry field to toggle between the choices and select the desired response by clicking on it with the mouse; and,
    c. Use the data entry field labeled "Reason?" to note the reason for the amendment. Please note that you are limited to 1,000 characters to describe the reason for the amendment.

5. If this report does not amend a report that was previously electronically filed:
    a. Go to the field labeled "Is this report an amendment?"; and

b. Select "No" by using the scroll (arrow) button located on the right-hand side of the data entry field to toggle between the choices and select the desired response by clicking on it with the mouse.

6. The "Reports to E-file" table lists a summary of each candidate report entered in the system for the selected time period in the selected year. Verify that this information is correct before you e-file.

7. If you do not want to e-file one or more of the reports listed in the "Reports to E-file" table, use the mouse to click on the summary information line for that report and click on the "up" arrow button located to the right of the "Reports to E-file" table. This removes the report data from the current transmission web page. The summary information line will move up to the "Available Reports" table and you will be able to e-file that report at a later date. If you move a report to the "Available Reports" table by mistake, use the mouse to click on the summary information line for that report and click on the "down" arrow button located to the right of the "Available Reports" table. This will add the report information back into the current transmission web page.

8. Once all of the desired reports are in the "Reports to E-file" table, click on the E-file button located at the bottom of the screen. Clicking on this button generates a web page containing the report information that will be sent over the computer's Internet connection. You will use this web page to access the Electronic Filing System.

9. Access to the EFS is provided through a login screen. You will be asked to enter a CPF identification number (CPF ID number) and a password. No one can access the EFS without a CPF ID number and password. CPF ID numbers and passwords are issued to depository financial institutions before they are required to commence electronic filing. The CPF ID number is a five-digit number; the EFS password is a combination of eight letters and numbers. Passwords may be changed after login to the EFS website. CPF ID numbers cannot be changed. If the password is lost or forgotten, contact OCPF so that a new password can be issued.

10. Enter your CPF ID number and password. Verify the time period, calendar year and reports to be e-filed by reviewing the report list at the bottom of the web page.

11. Before you click to e-file, you should be aware of the electronic signature and authentication component of electronic filing. The Bank Reporter User Login screen of the EFS contains a box titled "**CASHIER OR TREASURER AFFIDAVIT – YOUR ELECTRONIC SIGNATURE.**" This section explains that when you e-file, you are including your binding electronic signature and attestation of the electronic report being submitted to EFS.

12. After you have read the affidavit and verified your report information, you are ready to e-file. Click on the button labeled "File bank report with OCPF". Clicking on this button will electronically transmit your reports to OCPF. The EFS assigns each transmitted record a unique transaction identification number and also logs and maintains additional information such as the date and time of filing, the

report type and year, and the candidate's name and CPF ID number as well as the bank's name and CPF ID number.

13. Once the data transmission occurs, you will receive verification that each report was either successfully e-filed or rejected. The amount of time it takes for this receipt to be received depends on the speed of your Internet connection. The receipt screen will contain your CPF ID number and the transaction identification number for each electronic record submitted.
    a. The receipt for a successful transmission has a blue border and will have the words "Status: Valid Receipt" printed in the Transmission Receipt Information box.
    b. The receipt for a rejected transmission has a red border and contains the words "Status: Invalid Receipt". In addition, an invalid receipt will provide the reason for the rejection so that the user can either correct the error and re-submit the report or contact OCPF for assistance.

14. Print the transmission receipt(s) using the print button on your Internet browser toolbar. These receipts should always be printed and retained along with the bank's other records.

X.   Technical Support

You can contact OCPF for technical assistance from 9:00 AM to 5:00 PM Monday through Friday. The office phone numbers are (617) 727-8352 and (800) 463-OCPF (6273) (toll free in MA only). The office web site, www.mass.gov/ocpf, contains a Software Support section. The e-mail address for technical questions, problems or comments is software@cpf.state.ma.us. OCPF's mailing address is One Ashburton Place, Room 411, Boston, MA 02108.

XI.   *Bank Reporter* Tools

Three new tools have been added to the *Bank Reporter* software for data management. All three tools are accessed by going to the "Screens" button located on the application toolbar. The "Screens" button looks like this:
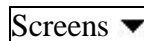
Screens ▼

Click on the "Screens" button and use the mouse to scroll through the selections.

Reporter Explorer

This feature is provided for troubleshooting the *Bank Reporter* program and for advanced database functions.

> **We highly recommend that this screen be accessed only by advanced users or with technical assistance from OCPF personnel. Users who choose to alter *Bank Reporter* without first consulting with OCPF expose themselves to the risk that *Bank Reporter* will not work properly. Users should only make adjustments if they are very familiar with Access development and after contacting this office.**

Reporter Explorer was created to bridge the gap between *Bank Reporter* running on a full version of Access 2000 and *Bank Reporter* running on the runtime version of Access that most people will experience when using *Bank Reporter*.

Reporter Explorer can be used to:

- ?? Backup the entire database (data and application) with one button;
- ?? Run customized SQL commands using .SQL files from the OCPF website;
- ?? Import tables, queries, forms, reports and modules from other database/copies of *Bank Reporter*;
- ?? Import/Rescue critical objects or components from another copy of *Bank Reporter*; and
- ?? Open, Copy, Delete, Export or Rename any table, query, form or report in *Bank Reporter*.

The following are some examples of Reporter Explorer applications:

- ?? If an object such as a report has been damaged or corrupted, the user could delete the offending report, insert the original *Bank Reporter* CD into the computer and import the report from the original copy of *Bank Reporter*.

- ?? If the entire database becomes corrupt or nonfunctional, the user could move the database to another location on the hard drive, reinstall *Bank Reporter* and use the "Import critical components" option to restore the original table data.

- ?? If the user wanted to update *Bank Reporter*, (s)he could download the object (table, query, form, report or module) from the OCPF website and use the import option to install it in *Bank Reporter*. OCPF will post all software updates for *Bank Reporter* on its website, **www.mass.gov/ocpf**.

This is the Reporter Explorer screen. The Reporter Explorer screen is divided into two parts. The upper section is used for troubleshooting existing Bank Reporter components. The lower section is used to import other objects and components from other Access 2000 databases.
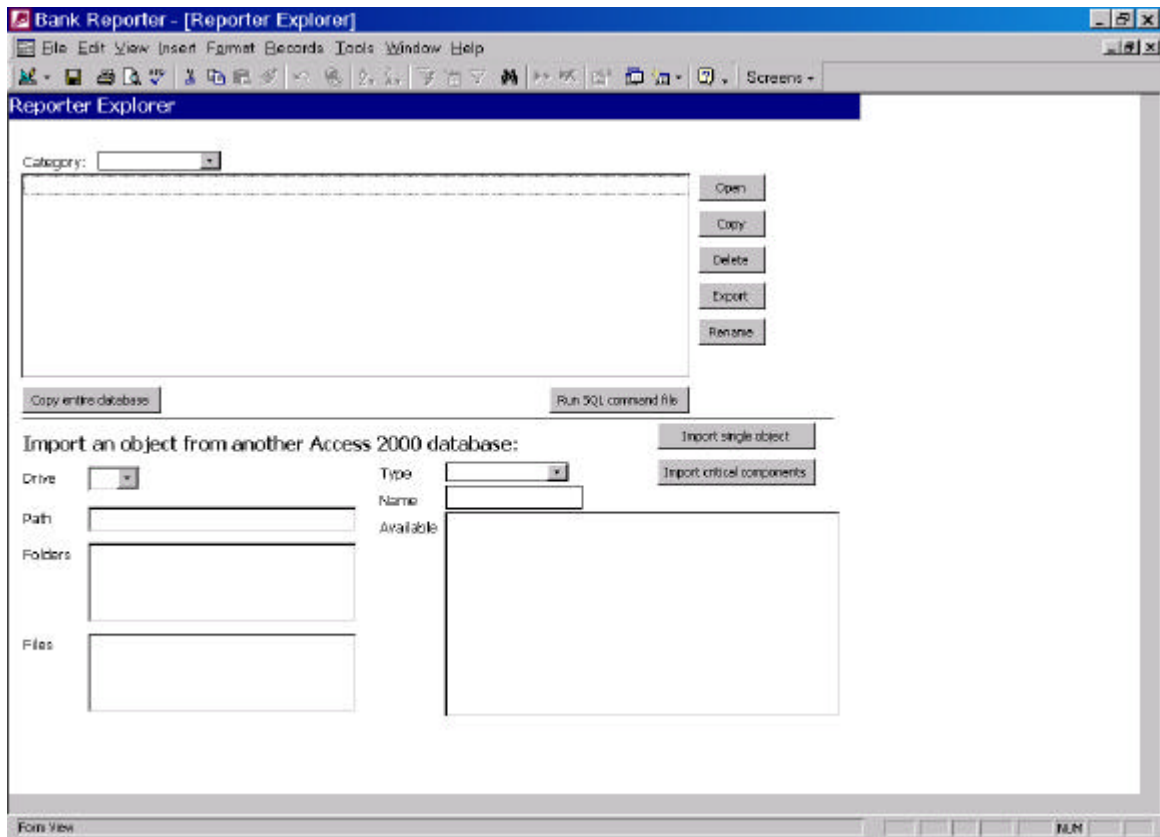
Import Old Data

This feature is provided for moving data from older versions of the *Bank Reporter* program to a new version of the software as an automated function (without having to access the Reporter Explorer feature). Using this feature requires the user to move the old database to another location on the hard drive before installing the new version of *Bank Reporter*.

This feature will only be used for restoring the original table data during a software version **upgrade**. Upgrades require the installation of a new database. Updates require downloading a file from the OCPF website and installing it to the existing database. This feature is not required for updates.

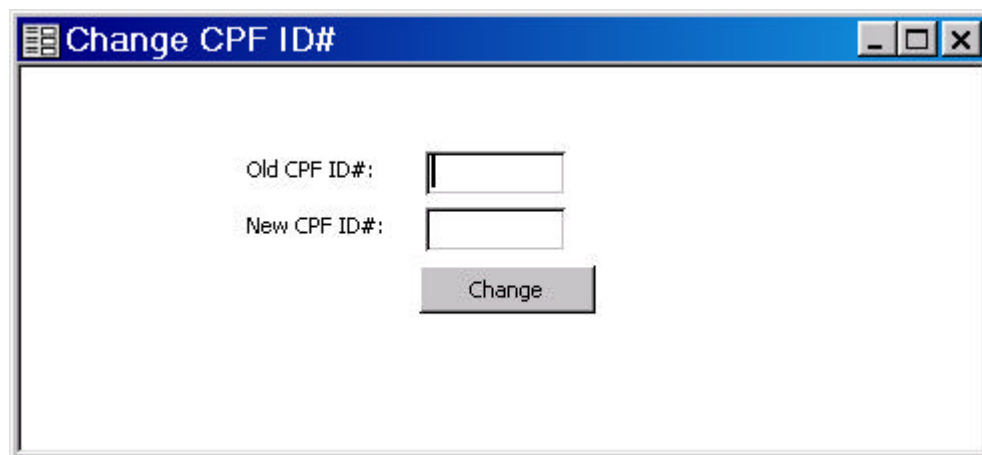To use this feature, click on "Import Old Data" from the Screens dropdown list. This pop-up screen will open:
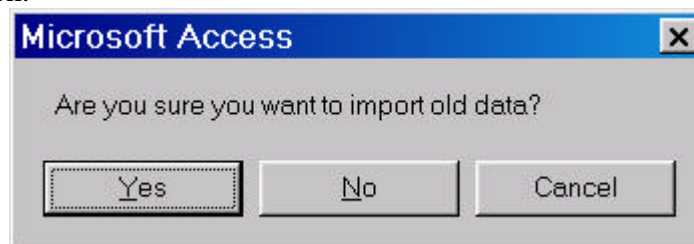
If "yes" is selected, the software will automatically search the hard drive for the data, retrieve it from the old database and copy the original table data from the old database into the new version tables.

If either "no" or "cancel" is selected, this function is cancelled and the screen is closed with no effect on the database.

Change CPF ID Number

This feature is provided so that users can easily edit Candidate CPF ID numbers. This function has been automated so that a user can change every table containing Candidate CPF ID numbers at one time from this screen.

To use this feature, click on "Change CPF ID Number" from the Screens dropdown list. This pop-up screen will open:

To use this function, enter the old CPF ID number in the data entry field provided and press the Tab key. Enter the new CPF ID number in the data entry field provided and then use the mouse to click on the "Change" button. The software will then automatically make the desired change throughout all of the tables.